



GALLATIN COUNTY

Site Plan Review Information

In Gallatin County's zoning districts, a **Land Use Permit** is required prior to the construction or alteration of any structure. In the Gallatin County / Bozeman Area ("**Donut**") Zoning District and the Gallatin Canyon / Big Sky ("**Big Sky**") Zoning District, **site plan review is also required for certain development proposals.**

Projects requiring site plan review:

In "**Donut**" Zoning District:

- **Sketch plan review** is required for individual single-family, two-, three- and four-family residential structures, and other agricultural and accessory structures. *Sketch plan review occurs through the Land Use Permit process. A separate Site Plan Review application is not required, except for projects in the Entryway Corridor.*
- **Major site plan review** is required for any project that involves one or more of the following:
 - 12 or more dwelling units in multiple family structure(s);
 - At least 15,000 square feet of non-residential space;
 - More than one non-residential building on one site;
 - At least 20,000 square feet of exterior storage;
 - Parking for more than 40 vehicles.
- **Minor site plan review** is required for any development proposal other than a sketch plan project or major site plan project.

In "**Big Sky**" Zoning District:

- **Commercial site plan review** is required for any commercial development proposal.
- **Meadow Center site plan review** is required for any development proposal in the Meadow Center district.
- **Town Center Commercial site plan review** is required for any development proposal in the Town Center district.

Procedures for site plan review

- **Applicant consults applicable zoning regulation and discusses project with County Planning Department.** A planner is on call in the County Planning Department to answer any questions about zoning and submittal requirements, weekdays from 8-5 p.m.

In particular, refer to the section discussing the zoning designation of your site and the following reference sections:

“Donut” Reference Sections:

- Plan review and submittal requirements – Section 52.
- General building and development standards – Section 50.
- Landscaping requirements and submittal requirements – Section 46.
- Parking requirements – Section 47.
- Design review – Section 51.
- Entryway corridor overlay – Section 43.
- Sign code – Section 65.

“Big Sky” Reference Sections:

- Standards for commercial development and submittal requirements – Section 31.
- Guidelines for town center commercial district – Section 31.B.
- Entry corridor and view protection – Section 32.
- Parking – Section 34.
- Residential cluster development – Section 35.
- Signs – Section 36.

- **Applicant clearly marks property corners and proposed building corners** with flags, stakes, etc. (including garage and deck/porch).
- **Applicant submits required materials** to County Planning Department, to include:
 - ❑ **Site Plan Review Application Form**, completed and signed.
 - ❑ **Plans** (8 copies, folded; plus eleven 8½ x 11 copies for “Donut” major site plan).

For “Big Sky” submit:

- Site/development plan.
- Confirmation of compliance with:
 - Section 31.2 (general standards).
 - Section 31.7 (for Meadow Center).
 - Sections 31.B.7d,e and (for Town Center Commercial).

For “Donut” submit:

- Site/development plan.
- Landscaping plan.
- Elevation plans.
- Floor plans.

Consult with the County Planning Department for details on site plan format and any additional requirements.

❑ **Application fee.**

- Check with the Planning Department for the current application fee. This amount will be applied toward the subsequent Land Use Permit application fee.

“Big Sky” only:

- ❑ **Traffic study**, if proposed development will generate 500 or more vehicular trips per day.

“Donut” only:

- ❑ **Certified list of adjacent property owners.** Submit a certified list of the names and addresses of each of the property owners adjacent to the affected site(s). “Adjacent” property owners include owners of parcels across public roads, streets, alleys, watercourses and other public ways, and the Montana Department of Transportation if the site is adjacent to a state highway.
- ❑ **Mailing labels.** Submit one self-adhesive address label for each adjacent property owner.

After the Planning Department has scheduled the decision and finalized the legal notice, at least 10 days before the decision you must pick up the finalized notice and complete the following additional application step:

- ❑ **Certified statement of posting.** Post copies of the notice on-site and in at least one other appropriate location, and submit a certified statement to the Planning Department confirming that such notices have been appropriately posted. Within one week after the decision, you must remove the posted notices.

- County Planning Department determines whether the application packet is complete.
- County Planning Department distributes copies of the application packet to appropriate departments and agencies for review and comment.
- County Planning Department reviews application materials and comments. County Planning Department makes site inspection.
- County Planning Department may request additional information or modifications to plans.
- County Planning Department schedules its decision.

- In the “Donut,” the community is informed of the proposed development. This public notice is provided at least 10 days before the decision, and is accomplished as follows:
 - The County Planning Department sends notice to the owners of property adjoining the site.
 - The applicant posts notices and submits a certified statement verifying that such posting has been completed.
- County Planning Department notifies applicant whether application was approved. (Certain conditions may be placed on approval.)
- Applicant obtains Land Use Permit(s) prior to constructing, altering or moving any structures at the site.
- For building permits, contact the Montana Department of Labor and Industry Building Codes Division (406-841-2040).



GALLATIN COUNTY

Site Plan Review Application Form

1. **Applicant:** _____

2. **Type of site plan**

- ☐ Gallatin County / Bozeman Area ("Donut") Sketch plan in Entryway Corridor
- ☐ Gallatin County / Bozeman Area ("Donut") Major site plan
- ☐ Gallatin County / Bozeman Area ("Donut") Minor site plan
- ☐ Gallatin Canyon / Big Sky ("Big Sky") Commercial site plan
- ☐ Gallatin Canyon / Big Sky ("Big Sky") Meadow Center site plan
- ☐ Gallatin Canyon / Big Sky ("Big Sky") Town Center Commercial site plan
- ☐ Other _____

3. **Site**

Name of project: _____

Address: _____

Section: _____ Township: _____ Range: _____

Subdivision/COS: _____ Block: _____ Lot: _____

Other legal description: _____

- ☐ If legal description is complex, please submit on disk.

DOR#: 06 _____ _____ _____ _____ _____ _____
(2) (4) (2) (1) (2) (2) (4)

4. **Zoning**

Zoning district: _____ Zoning designation: _____

5. **Required attachments**

- ☐ **Plans** (8 copies, folded; plus eleven 8½ x 11 copies for "Donut" major site plan).

For "Big Sky" submit:

- ☐ Site/development plan.
- ☐ Confirmation of compliance with:
 - Section 31.2 (general standards).
 - Section 31.7 (for Meadow Center).
 - Sections 31.B.7d,e and (for Town Center Commercial).
- ☐ Any additional information required by County Planning Department.

For "Donut" submit:

- ☐ Site/development plan.
- ☐ Landscaping plan.
- ☐ Elevation plans.
- ☐ Floor plans.
- ☐ Any additional information required by County Planning Department.

- ☐ **Application fee:** Check with the Planning Department for the current application fee. This amount will be applied toward the subsequent Land Use Permit application fee.

For “Big Sky” only:

- ☐ **Traffic study**, if proposed development will generate 500 or more vehicular trips per day.

For “Donut” only:

- ☐ **Certified list of adjacent property owners.**
☐ **Mailing labels for adjacent property owners** (one set).

To be submitted after initial application is made, but at least 10 days but before decision:

- ☐ **Certified statement of posting of notices.**

6. Preparation for inspection by County Planning Department staff

- ☐ All corners of proposed structure(s) are clearly marked.
☐ All property corners are clearly marked.

7. Contact information

Property owner: _____
Address: _____
Daytime phone: _____ Fax: _____

Builder: _____
Address: _____
Daytime phone: _____ Fax: _____

Architect: _____
Address: _____
Daytime phone: _____ Fax: _____

Applicant: _____
Address: _____
Daytime phone: _____ Fax: _____

—AGREEMENT—

The undersigned hereby certifies that the information submitted in this application is true and correct; and that the proposed work shall be done in accordance with the plans and specifications submitted in this application and in compliance with the requirements of the applicable Zoning Regulation.

Applicant's signature _____

_____ Date



GALLATIN COUNTY
Certification of Property Owners List

I, _____, applicant for the attached proposal, hereby certify that:

- To the best of my knowledge, the attached list shows all property owners and purchasers under contract for property:
 - ☐ Adjacent to the proposal site (and across watercourses, roads, etc.).
 - ☐ Within _____ feet of the proposal site.
- The names on the list are from the Gallatin County Clerk and Recorder's most recent records.
- The addresses on the list are from Gallatin County's most recent tax records.
- I understand that an inaccurate list may delay review of the project.

Signature

Date

Property Owners

☐ Adjacent to proposal site and across watercourses, roads*, etc.

☐ Within _____ feet of proposal site.

	Legal Description of Property	Property Owner's Name	Mailing Address of Property Owner from County Tax Records
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

* If road is a state highway, also include Montana Department of Transportation in property owner list.

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